

City Manager

Monthly Report for April 2015

- We continue working with Flint Hills and Cheniere for possible 380 or 312 Agreements and working through those details to eventually bring to Council for review.
- We will be discussing the Annexation of Flint Hills and Kiewit during the budget process.
- There were a few opportunities from the Governor's Office this month but only 1 was submitted due to time constraints.
- Meeting regularly with Engineers, TxDOT, Judge Simpson and Cheniere regarding SH-200.
- Continued work with JJ Johnston regarding Commercial/Industrial ED.
- The combined water levels as of 05/07/15 are at 39.1% which is a slight increase from last month.
- TxDOT's contractor will be presenting to Council on a monthly basis to keep the City and the Public informed.
- The Home Grant program has recently approved a 3rd home for this program. We are awaiting the paperwork to move forward with this new location.
- Worked with Mayor and Candidates to attend the Meet the Candidates Forum.
- Have meet with the company that will be moving Super Loads through Ingleside in June. We will meet with them again as we get closer and they will provide a presentation to Council at the May 26, 2015 meeting.
- Met with City Attorney, Troy Mircovich, and his Attorney regarding the ROW/Easement for SH-200.
- Began our Emergency Management Meetings with Departments in preparation for this year's Hurricane Season.

City Secretary/Human Resources

Monthly Report for April 2015

Council Meetings: Prepared for 2 Council Meetings

Open Records Request: 10 requests documented

Employment Applications: Received 12 applications

TABC Permits: 1

Vehicle Tags: 12 tag changes and 0 with insurance change

Workers' Comp./Liability Claims: 9

Report a Concern: 6

Other:

- * Assisted with day-to-day items in Finance including but not limited to 6 regular transfers, 4 ad valorem transfers, and bank reconciliations. Monitoring CIP projects for completion and documentation.
- * Assisted 2 employees with benefits questions/communications with the TML-IEBP inquiries, 1 employee with TMRS items, and 0 AFLAC billing/benefit issues. We provide Open Enrollment from April 15-May 15, 2015 and held a mandatory Insurance/Benefits training on April 23, 2015. Speakers at that meeting were: TML-IEBP, TMRS, AFLAC, and Nationwide. Although we have meet with almost every employee regarding their specific benefits, we are still following up with a few changes/corrections.
- * Performed 0 new hire orientations, 0 internal transfers, 1 exit interview, and reminded Managers of six 6-month evaluations. We completed 1 verification for employment.
- * Worked with 7 community service individuals for a total of 107 hours.
- * The revised Website will go live the first week of May. We are still working on a few pages to tweak as we see them live and of course this is a living document that will change regularly.
- * Worked with Candidates regarding the Forum, answer questions, and overall of the election.
- * Worked with Mayor regarding the State of the City Luncheon, Overview of the City/School & Introduction of Candidates, and the Candidates Forum events.
- * Attended the Cheniere Community Appreciation Celebration, Quarterly TMCA luncheon, TML Quarterly Dinner, and TMCA Training.

Memo

To: Jim Gray, City Manager

From: Isabel Valdez 

Date: 05/06/2015

Re: April 2015 Monthly Report

Below, you will find Utility Department monthly statistical information for April 2015.

Number of Deposits – 32

Number of Opened Accounts – 40

Number of Closed Accounts – 47

Number of Disconnect Notices Mailed – 770

Total Late Fees Billed - \$6,356.67

Number of Utility Bills Mailed – 3,115

Total Water Consumption Billed – 22,565,700 Gallons

Total Water Billing Amount – \$180,913.08

Total Sewer Billing Amount - \$122,828.51

Number of Utility Payments Received – 2,760

Total Amount of Utility Payments Received - \$381,860.36

If you have any questions, please let me know.

**APRIL 2015 Monthly Report
Building Dept.**

<u>Permit Type</u>	<u>Number of Permits</u>	<u>Permit Fee</u>	<u>Total Valuation</u>
Building	14	\$10,472.04	\$9,674,300.00
Electrical	14	\$878.10	\$21,500.00
Plumbing	9	\$5,670.00	\$539,434.73
Mechanical	16	\$1,330.85	\$67,627.00
Roof	4	\$335.00	\$21,511.00
Fence	7	\$425.00	\$15,937.88
Excavation	2	\$135.00	\$0.00
Sign	0	\$0.00	\$0.00
Certificate of Occupancy	1	\$0.00	\$0.00
Flatwork	7	\$705.00	\$60,380.00
Tree Removal	2	\$70.00	\$0.00
Swimming Pool	0	\$0.00	\$0.00
Water Well	0	\$0.00	\$0.00
Demolition	2	\$0.00	\$0.00
Move Structure	0	\$0.00	\$0.00
Pipeline	0	\$0.00	\$0.00
Totals	78	\$20,020.99	\$10,400,690.61

Impact Fees Collected: \$206,776.05

Certificate's of Occupancy:

Commercial: 1 2681 HWY 361 - DR. TIM G. HILL (DENTIST)

Residential: 2 2766 EL PASO - YVONNE ANDERSON
 2456 SECOND STREET - JEFFREY MUNOZ

Inspections Performed: 158

JOHN DAVIS, BUILDING OFFICIAL

1. Attended the Planning & Zoning meeting of April 13th
2. Attended the City Council meetings of April 14th and April 28th
3. Meetings with citizens and potential developers
4. Research property owner and Zoning information for citizens
5. Oversee Planning and Zoning issues and meetings
6. Stripes Development Meeting of April 9th
7. Attended to TFMA Spring Conference in Dallas April 14th to April 17th
8. Attended to Emergency Managers Prep Meeting of April 24th

CASSANDRA DUVALL, ADMIN. ASSISTANT

1. Prepared & Processed documentation for 1 Public Hearing for April 13th meeting
2. Mailed Notices of Public Hearing to property owners
3. Attended the Planning & Zoning meeting of April 13th
4. Working on finalizing open permits that should be closed.

Code Enforcement report for March 2015

Completed 70 re-inspections on properties with previous violations resulted in the following:

<u>Abated:</u>		<u>Non-Compliant – Post on Property</u>	
Weeds	12	Rubbish	1
Rubbish	7	Junk Vehicle	2
Junk Vehicle	13	Unsafe Structure	1
Zoning – RV in R1	6	Stop Work order	1
Zoning – C2 in R1	2		
No Permit – Excavation	1	<u>Non-Compliant – Issue Work Order</u>	
Illegal Dumping	2	Weeds	10
Illegal Parking	3	Rubbish	2
Unsafe Structure	1		
<u>Partially compliant – extension granted</u>		<u>Repeat Offender – File Complaint</u>	
Weeds	5	Weeds	2
Junk Vehicle	1	Rubbish	2
Total Re-inspects:			70

Identified 41 properties with violations to include the following:

Weeds	23
Rubbish	12
Junk Vehicles	11
RV in R1	2
Illegal Dumping	2
No permit	2
Unsafe Structure	3
Fence violation	1
911 Address	1
Grease Trap overflow	1

Total Violations **58**

- 1) Assisted the Building Department at the front desk, phones, meeting with citizens, schedule inspections, issue permits, research property owner and Zoning information for citizens, oversee Planning and Zoning issues and meetings;
- 2) Prepared, processed, labeled and mailed 2900 quarterly newsletters;
- 3) Attended the Planning & Zoning meeting of March 16, 2015;
- 4) Attended the City Council Meeting on March 24, 2015;

Any questions please feel free to contact me;

Carey Dietrich
Code Enforcement

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Code Enforcement report for April 2015

Completed 69 re-inspections on properties with previous violations resulted in the following:

<u>Abated:</u>		<u>Non-Compliant – Post on Property</u>	
Weeds	20	Weeds	1
Rubbish	6	Junk Vehicle	3
No Permit	6	Illegal Parking	1
Sewer	1	Sewer	1
Illegal Dumping	2	Stop Work order	3
		<u>Non-Compliant – Issue Work Order</u>	
		Weeds	16
		Rubbish	3
<u>Partially compliant – extension granted</u>		<u>Repeat Offender – File Complaint</u>	
Weeds	1	Sewer	2
Rubbish	1	Rubbish	2
Junk Vehicle	2	Weeds	2
C2 in R1	1		
No Permit	1		
		Total Re-inspects:	<u>69</u>

Identified 52 properties with violations to include the following:

Weeds	29
Rubbish	8
Junk Vehicles	5
RV in R1	2
C2 in R1	2
Illegal Dumping	1
Illegal Parking	1
No permit:	
Fence	1
Tree Cutting	2
Building	3
Plumbing	2
Electrical	2
Excavation	2
Paving	2
Sewer overflow/leak	3
Tree trim	1
Total Violations	<u>66</u>

- 1) Assisted the Building Department at the front desk, phones, meeting with citizens, schedule inspections, issue permits, research property owner and Zoning information for citizens, oversee Planning and Zoning issues and meetings;
- 2) Attended the Annual Community Clean Up Day at the Public Works Compound. Cleaned roadsides in Ingleside of illegally dumped rubbish with other volunteers and members of YTC;
- 3) Attended the Planning & Zoning meeting of April 13, 2015;
- 4) Attended the City Council Meeting of April 14, 2015;

Any questions please feel free to contact me;

Carey Dietrich
Code Enforcement

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TO: Jim Gray, City Manager

FROM: Donald Paty, Director of Public Works

DATE: May 1, 2015

REF: April 2015 Public Works Activity Report

DEPARTMENT	LOCATION	JOB PERFORMED
WATER	Various locations	Perform daily duties for utility desk - on/off, rechecks, locks & plugs, chlorine levels, read master meters, check pump stations, pick up & drop off mail, raise & lower flags
	Various locations	Pull monthly water samples and take to lab in CC, TX
	All meter routes	Read water meters
	2613 Danforth Lane	Install 100 ft. or 6" sewer pipe, make two 4" sewer taps one 3/4" water tap, and a 6" dead end cleanout
	2586 Poinsettia	lower a 4" sewer tap
	2230 Tiner Lane	Repair 1" water service line
	2524, 2530, 2534, 2544, 2538 Arkansas Street	Transfer all customers from the 2" steel water line to the new 6" C-900 water line, lay 500 ft. of copper tubing and made five bores and five 3/4" water taps
	3020 Sunset, 2517 San Angelo	Repair 4" sewer taps
	Flamingo Ranch, West Main St.	Repair 4" sewer tap
	Waco, 4th Street, Main Street	Weed around fire hydrants
	3046 Main Street, 2992 Sunset, 3003 Sunset	Meter repairs
	2231 Tiner Lane	Repair 1" water line
	2575 San Angelo	Repair 2" water line
	San Antonio St.	Repair 3" steel water line
	Gallion Street & FM 1069	Remove 4" cast iron water line
	2642 - 2646 Live Oak	Replace two 3/4" service lines and install new water valve
	Waco Street pump station	Maintenance & cleaning
	Various locations	Assist Drainage Department
	Various locations	Line locates
	City Yard	Paint fire hydrant
	City Yard	Cut meter lids
WASTEWATER	WWTP & 17 lift stations	Daily maintenance of WWTP and all lift stations
	WWTP	Twice weekly pull samples and take to lab
	All lift stations	Mowing and weeding
	WWTP, Kiewit, Sanders lift stations	reset pumps
	Taft lift station	Lift station influent pipe backed up, had to use vac truck to break it loose
	WWTP	Repair bar screen paddle
	Police Department	Measure for water line install
	3114 Main	Respond to sewer service request
	12th Street	Repair manhole
	San Antonio Street	Respond to sewer call from neighbor, reported issues to Code Enforcement Officer
	2766 El Paso	Respond to sewer service request
	2258 Avenue H	Sewer service request - issues caused by full lift station
	2555 Avenue G	Sewer service request - issues caused by full lift station
	2508 Avenue E	Sewer service request - issues caused by full lift station
	3114 Main Street	Sewer service request - issues caused by full lift station
	2147 Eastwind	Sewer service request - lines full
	2147 Eastwind	Sewer service request - plugged at road on Belair
	2240 Belair	Ran sewer jetting machine
	2869 East Street	Sewer service request - back up on Hwy 361 & FM 1069
	Shady Oak	4th Street lift station backed up
	2787 Main Street	Sewer service request - resolved problem
	Public Safety Building	Move dirt
	FM 1069	Assist Street Department - Add limestone to road cuts done by contractor to level it out
	FM 1069	Assist John Meenaghan on project - install and remove temporary signs
	Various locations	Assist water department
	City Yard	Vehicle maintenance

PARKS & FACILITIES		
	All City Parks	Clean restrooms, empty trash
	Various locations	Put up new banners throughout the city
	City Buildings	Change ac filters
	City Hall	Remove attic insulation
	Annex	Remove carpet
	Simmons Park	Mowing and weeding
	Live Oak Park	Mowing and weeding
	Whitney Lake	Mowing and weeding
	Cove Park	Mowing and weeding
	City Hall	Mowing and weeding
	Baseball Fields	Mowing and weeding
	Library	Mowing and weeding
	Annex	Mowing and weeding
	Garden Center	Mowing and weeding
	Pool	Mowing and weeding
	Senior Citizen Center	Mowing and weeding
	West Main St.	Mowing and weeding
	Animal Control Kennel	Mowing and weeding
	Simmons Park	Delivery, set up, and removal of items for car show
	Simmons Park	Hang new basketball nets
	Live Oak Park	Delivery, set up, and removal of items for weekend event
	FM 1069	Help brush truck pick up brush
	Port Avenue	Spray bees on city property
	Various locations	Checking drainage and clearing culverts
STREETS & DRAINAGE		
	Brush Route 1B - 4B	Pick up brush
	City Yard	Loading dumpsters and cleaning up yard after Community Clean Up Day held on Saturday 4/11/15
	Various locations	Assisting Parks with mowing and weeding
	Various locations	Checking drainage and clearing culverts
	2543 Avenue B	Respond to service request - clear culverts & drainage areas
	2503 Avenue E	Respond to service request - clear culverts & drainage areas
	2783 Avenue J	Respond to service request - clear culverts & drainage areas
	Massey & Dendy Lane	Respond to service request - clear culverts & drainage areas
	Shady Oak & First	Respond to service request - clear culverts & drainage areas
	Garza Lane	Respond to service request - clear culverts & drainage areas
	2652 Avenue E	Fill hole at edge of driveway
	FM 1069	Removing brush from side of road for TXDOT
	Avenue A	Install new signs near big trees on Avenue A
	FM 1069	Add limestone to road cuts done by contractor to level it out
RK		

March 2015

Parks and Recreation Programs/Events Report

Humble Station Youth Center

The Humble Youth Center's After-School Program is in progress. The total for this month is 6 children enrolled.

The daily morning exercise program has 10 people attending on a regular basis.

The Zumba classes are being held twice a week.

Yoga classes are being held twice a week.

For the month of March 2015, the Center was rented out 1 times by exempt non-profits, 0 pay non-profits, and 4 private pay rentals.

Hildegard Schmidt Garden Center

For the month of March 2015, the Hildegard Schmidt Garden Center was rented out 15 times by exempt non-profits, 4 pay non-profits, and 7 private pay rentals.

Ingleside Senior Center

The Ingleside Senior Center has an average of 30 members a day attending the center.

N.O. Simmons Park

Park and Recreation Misc.

April 2015

Parks and Recreation Programs/Events Report

Humble Station Youth Center

The Humble Youth Center's After-School Program is in progress. The total for this month is 6 children enrolled.

The daily morning exercise program has 10 people attending on a regular basis.

The Zumba classes are being held twice a week.

Yoga classes are being held twice a week.

For the month of April 2015, the Center was rented out 7 times by exempt non-profits, 1 pay non-profits, and 2 private pay rentals.

Hildegard Schmidt Garden Center

For the month of April 2015, the Hildegard Schmidt Garden Center was rented out 14 times by exempt non-profits, 1 pay non-profits, and 6 private pay rentals.

Ingleside Senior Center

The Ingleside Senior Center has an average of 25 members a day attending the center. The members enjoyed an Easter Party with over 35 in attendance.

N.O. Simmons Park

Park and Recreation Misc.

INGLESIDE POLICE DEPARTMENT

MONTHLY STATISTICS REPORT: April 2015

Prepared by Captain Paula Belville

A. Communications

2,679 Calls for Service

B. Uniformed Patrol

1. 79 Reports prepared
2. 35 Adult Arrests
3. 16 Traffic Accidents Investigated
4. 403 Traffic Contacts
5. 00 Juvenile Arrests
6. 60 Hours Reserve Officer Service Time

C. Criminal Investigations

Uniform Crime Report (UCR), Part 1 Crimes

1. 21 Offenses Reported
2. 00 Unfounded, false or baseless
3. 13 cases were cleared by arrest or exceptional means
4. 02 cases were cleared involving persons less than 18 years of age

Incidents/reports (other than UCR)

1. 56 Incident reports have been resolved or closed.

Stolen Property and Vehicles Recovered

1. \$28,337 in stolen property
2. \$22,800 recovered

Cases filed with District Attorney/County Attorney's Office

1. 15 cases were filed with County Attorney's Office.
2. 04 cases were filed with District Attorney's Office.
3. 02 cases were filed with Juvenile Probation Department.

Court Appearances Cases Assigned

1. Investigators spent 00 days in court appearances.
2. 53 cases have been assigned to Detectives

Narcotics Seized:

1. Marijuana: 21.9 grams
2. Marijuana plants: 0
3. Pharmaceutical Pills: 13
4. Cocaine: 0
5. Crack Cocaine: 0
6. Heroin: 0
7. Methamphetamine: 15.1 grams
8. Synthetic drugs: 340 grams (i.e. K2, spice, Kush)

Seizures (pending court disposition) : Apple iPod, Sony personal computer, Samsung security video system, thumb drive. 1700 items of drug paraphernalia, surveillance equipment & \$632.00

Ingleside Animal Control
Monthly Report

Month of	<u>April 2015</u>
County	Cats: 0 Dogs:8
Animals Impounded	Cats:27 Dogs:37 1
Returned to Owner	Cats: 2 Dogs:8
Adopted Out	Cats: 2 Dogs:4
Released to Rescue	Cats:0 Dogs:6
Put To Sleep	Cats:42 Dogs:31
Warning Citations	Tracy-0
Court Summons	Tracy-0
Calls For Service	74

Preparer's Signature: Tracy Ethridge

Date: May 4, 2015

FIRE DEPARTMENT APRIL 2015 MONTHLY REPORT

NFIRS Summary by Incident TYPE	#	MA Given	MA Received	County Calls
Fires		MA = Mutual Aid		
Structures (110-118, 120-123)	3	1	2	1
Vehicle (130-138)	1			
Other (100, 140-173)	2			
Rescue				
EMS (300-323)	2			
Other (331-381)	1			
Hazardous Conditions (400-482)	10			
Service Calls (500-571)	0			
Good Intent (600-671)	6			1
Severe weather or natural disaster (800-815)	0			
Special Incident Type (900-911)	0			
False Calls				
Malicious (710-715, 751)	0			
Other false calls (700, 721-746)	0			
TOTAL	25	1	2	2

Fuel (in gallons)

Diesel 139.1
Gasoline 116.7
Total 255.8

FD Mbrs Hrs:

Mtgs/Trng 258
Incidents 635
Other 18

Total Mbrs: 63

Water (in gallons)

Incidents 12,400
Other 0
Total 12,400

IFC Mbrs Hrs:

Mtgs/Trng 10
Incidents 17.5
Other 0

Total Mbrs: 7

General Information:

FD Business Mtgs 2nd Tuesday every month @ 7 pm schedule as follows:

- May 12
- June 9
- July 14

Apparatus Checks are done every 4th Tuesday @ 7 pm.

Training held the 1st & 3rd Tuesday of every month @ 7 pm.

IFC Business Mtgs once a quarter @ 6:30 pm – schedule as follows:

- June 4
- September 3
- December 3

IFC attends FD meetings and trainings on Tuesday nights.

Mtgs/Trngs/Other Events/Activities Attended/Hosted

Easter Celebration (N. O. Simmons Park)	4/4
City EM Meeting	4/24

Upcoming Events

Coastal Bend Hurricane Conference (Tabletop 7 th @ 1:30 pm)	5/6-7
Open House	5/9
HURREX (28 th Functional Exercise – standing up a partial EOC in Ingleside & 29 th Full-Scale Exercise)	5/28-29
IFC 5K Packet Pick-up	5/29
IFC 5K Run/Walk	5/30